

1. The following suggestions for filling in the Work in Progress form are to assist you to standardize the entries. A revised form is due to the D/DCI/RM by close of business each Friday. Ideally, each office will need no more than a single page to outline their projects.

2. Criteria for Inclusion:

-- Projects which will take more than one week to complete; or

-- Projects which the D/DCI/RM is aware of, or should be informed about

3. Order

-- Chronologically by preliminary report or target date

4. Information Requested

Subject: Short title--keywords for identification purposes

Action Officer: Branch or individual in charge (last name only is sufficient)

Status: Short statement such as--

- Research
- Drafting
- Revising
- Coordinating

Target Date: Due to recipient

Preliminary Report Due: Due to Office Chief or D/DCI/RM (usually several days to a week before target date)

Notes: Pertinent, but brief comments, if necessary.